DOCUMENT RESUME

ED 337 243 PS 019 702

TITLE Before and After School Child Care Policies and Procedures: Parent Handbook.
INSTITUTION Adel-DeSoto Community School District, IA.
PUB DATE Jul 90
NOTE 12p.
PUB TYPE Guides - Non-Classroom Use (055) -- Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *After School Programs; *Board of Education Policy; Elementary Education; Parent School Relationship; *School Age Day Care; *School Role
IDENTIFIERS Adel DeSoto Community School District IA

ABSTRACT

This handbook for parents outlines policies and procedures of the Adel-Desoto Community School District Child Care Program, which provides child care in district elementary schools. Topics of discussion include: (1) goals; (2) parents' rights; (3) parents' responsibilities; (4) children's rights; (5) children's responsibilities; (6) fees and payment policy; (7) non-sufficient fund policy; (8) IRS statements; (9) enrollment information; (10) enrollment forms; (11) discontinuation of the service; (12) hours of operation; (13) full-day child care services; (14) closing time; (15) absences; (16) release of children; (17) scheduled and unscheduled dismissal policies; (18) school delays and closings; (19) distribution of medications; (20) emergency procedures; (21) insurance; (22) snacks; (23) discipline and termination of child care services; (24) parent involvement; and (25) communication. (SAK)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED337243

ADEL-DESOTO COMMUNITY SCHOOL DISTRICT

DEPARTMENT OF COMMUNITY/ADULT EDUCATION

993-4283

BEFORE AND AFTER SCHOOL CHILD CARE

POLICIES AND PROCEDURES

PARENT HANDBOOK

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

James Nelsen

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IMPORTANT! PLEASE READ CAREFULLY

7/90

PS 019702

BEST COPY AVAILABLE

TABLE OF CONTENTS

	Page
Introduction	1
Goals.	1
Parent's Rights	1
Parent's Responsibilities.	2
Children's Rights.	2
Children's Responsibilities	2
Fees and Payment Policy.	3
Non-Sufficient Fund Policy	3
IRS Statements	4
Enrollment Information	4
Enrollment Forms	4
Discontinuation of the Service.	4
Hours of Operation	4
Full Day Child Care Services.	4
Closing Time	5
Absences	5
Release of Children.	5
Scheduled and Unscheduled Dismissal Policies	5
School Delays and Closings	6
Distribution of Medications.	7
Emergency Procedures	7
Insurance	7
Snacks	7
Discipline and Termination of Child Care Services	7
Parent Involvement	8
Communication	9

BEFORE AND AFTER SCHOOL CHILD CARE

HANDBOOK OF POLICIES AND PROCEDURES

INTRODUCTION

Welcome to Before and After School Child Care. The Adel-DeSoto Community School District Child Care Program provides quality, low-cost child care services to children, the family, and the community in an environment that is safe, challenging, and nurturing.

Child Care Services are located in the district elementary schools where there is sufficient interest by the parents and space is available.

The Before and After School Child Care Program is available for elementary school age children (Grades K-5) at the Adel Elementary School who currently reside within the school boundaries and/or who are currently enrolled as students in the school. Kindergarten children are eligible as it corresponds to their A.M. or P.M. school schedule.

GOALS

To provide a quality, affordable program that parents can rely upon throughout the school year within the Adel-DeSoto Community School District Elementary Schools.

To provide a warm and caring environment for children with a variety of activities which includes recreation and games, arts and crafts, reading, music, time to finish school assignments, and just "free time" for the children to pursue their favorite interests.

Enrollment in Before and/or After School Child Care constitutes an understanding that you will abide by the policies listed below.

PARENT'S RIGHTS

Parents have the right:

1. To know their children are in a safe environment.
2. To share concerns with the staff at any time, about anything they do not feel is in the best interest of the children.
3. To know if their child is misbehaving, and to spend time talking with the staff concerning a solution.
4. To know if their child does not report to the program as intended.

PARENT'S RESPONSIBILITIES

Parent's responsibilities are:

1. To notify Child Care Services if child will not attend.
2. To notify Child Care Services in writing when another authorized person is picking up child.
3. To inform staff if child has been exposed to a contagious disease.
4. To pay fees on time.
5. To keep the child's record up to date with changes in phone numbers, addresses, and emergency information.
6. To pick up children on time.

CHILDREN'S RIGHTS

Children have the right:

1. To have a safe environment.
2. To use all the equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and respectful of them.
5. To have staff members who care about them, enjoy being with them, and help them grow.

CHILDREN'S RESPONSIBILITIES

Children need to be responsible:

1. For learning to take the consequences for their own actions.
2. For respecting the rules that guide them during the school day; for controlling their feelings so that their actions do not harm anyone in the program.
3. For remaining with the group and supervisor at all times.
4. For returning materials and equipment to the place they found them for other children to find and use before taking out a new activity.
5. Report immediately to Child Care in the morning upon arrival and immediately after being dismissed from school.

FEES AND PAYMENT POLICY

FEES $20.00 per week for Before and After School Child Care.
$10.00 per week for Before School Child Care.
$12.50 per week for After School Child Care.

1. The (pre)-registration fee of $10 is a non-refundable fee.
2. Payment is due each Monday or the first school day for the current week.
   a. Payment in advance is required and failure to make payments by a designated date may result in withdrawal of the services.
   b. Advanced payments may be made on a monthly basis or other specified periods of time.
   c. Termination of Child Care Services will result if fees are not paid in a reasonable and timely manner. Any account that is one week behind in payment will result in an immediate suspension of Child Care Services until the fees are paid in full.
   d. Parents who need assistance with Child Care fees may call the Dallas County Department of Human Services and Referral Office for information and eligibility requirements at 993-4264. Parents are responsible for any fees that a supporitng agency does not pay.

Before and After School Child Care was not designed to be a drop-in child care service. We understand that hospitalization, lay-offs, and other emergency situations do occur. If you must withdraw your child for a certain period of time, you need to notify the caregivers immediately or your billing fees will continue and you will be expected to pay them. Children dropped from Child Care Services are re-enrolled on a space available, first come first serve basis.

NON-SUFFICIENT FUND POLICY

Non-sufficient fund checks are sent to the Before and After School Child Care office and held there until a cash or money order payment is received to cover the amount of the check(s). The original check(s) is then returned to you. If payment is not made promptly, Child Care Services will be discontinued.

IRS STATEMENTS

The Before and After School Child Care Program does not provide an itemized statement for tax purposes. We suggest that you retain your weekly receipts that the caregiver writes out for you as an accurate account of your Child Care expenses.

ENROLLMENT INFORMATION

During March of each year, those who wish to re-enroll in Child Care may do so. In April, the enrollment will be opened to the general population of the school. Children entering Kindergarten in the fall will receive information at Kindergarten Round-up.

ENROLLMENT FORMS

It is important that you fill out the enrollment forms completely. We use this information to contact you or your physician in case of an illness or accident.

We need this information to remain current. Any change in address, phone numbers, etc. must be given to the caregiver immediately.

You may also want to add additional information to the form such as the names, addresses, and phone numbers of two or three other individuals you are willing to have pick up your child. If there is someone you definitely do not want to pick up your child, we need to know about that and have that information in writing for our file.

DISCONTINUATION OF THE SERVICE

Parents wishing to discontinue this service must provide a statement in writing at least two weeks prior to the discontinuation of this service.

HOURS OF OPERATION - 6:30-8:00 A.M. and 3:30-6:00 P.M.

FULL DAY CHILD CARE SERVICES

Full day Child Care Services may be provided for conference days, inservice days, winter holidays, and spring break for an additional charge if staff is available and enough children enroll. No full day Child Care Services are provided for summer vacation.

CLOSING TIME

Centers close at 6:00 P.M. and parents pay fees for Child Care Services until that time. Parents whose children remain past 6:00 P.M. must pay an overtime fee as follows:

5-15 minutes overtime - $5.00 per child
Each additional 1-15 minutes - $5.00 per child
Late fees are paid directly to the caregiver who must stay late.

It would be wise to have a back up person who could pick up your child by 6:00 P.M. if you will be late. Child Care Services may be withdrawn if three overtime charges occur.

ABSENCES

It is important to notify the Child Care Center of any absence.

1. All parents are responsible for paying for time **RESERVED**, not time used. Fees are not prorated for absences. Refunds will not be made for absences or vacation.
2. Absences - In event of illness, vacation, or other absences such as Scouts, music lessons, school enrichment classes, and other out-of-school activities on a regularly scheduled attendance day, the school and Child Care must be notified.

A parent is to notify school by 7:15 A.M. if child will not attend the morning session or by 3:00 P.M. if child will not attend the afternoon session.

RELEASE OF CHILDREN

Children will be allowed to leave only with person(s) designated in writing by parent. Children will be released as parents have directed on the enrollment form. Changes must be made in advance in writing.

SCHEDULED AND UNSCHEDULED DISMISSAL POLICIES

1. **Early dismissal days (scheduled)** - Child Care Services are provided for scheduled late start and early dismissal days, such as inservice days and days before holidays.
2. **Early dismissal (unscheduled) due to weather** - Child Care Services are not available when school is dismissed early due to weather.

The school will follow the instructions you furnish on the Emergency Sheet in the principal's office. Please review with your child where he/she is to go when school is closed early due to bad weather as no Child Care supervisor will be on duty for telephone assistance or child supervision. If information about weather instructions or other emergencies on your child's Emergency Sheet needs to be updated, please notify the school in writing.

SCHOOL DELAYS AND CLOSINGS

The Child Care Before and After School Program is available for students in grades 1-5 at the Adel Elementary School at the regular scheduled time (6:30 A.M.) **when school is delayed** because of weather.

Weather conditions can make it difficult for the Child Care employees and custodians to get to school on schedule. For your child's safety, please be sure the school doors are unlocked and the Child Care attendant is on duty before leaving your child at school.

1. **School delayed two hours due to weather** - Child Care Services are available from 6:30 A.M. until school begins when the school day is delayed due to weather. (**Always** see that your child is safely inside the school building.)
2. **School closed due to weather** - If school is closed because of severe weather, major radio stations will carry the announcement by 6:00 A.M. No Child Care Services will be available.
3. There will be **no Child Care Services** in the afternoon if school is closed during the school day for an emergency (i.e. water main breaks, boiler failures, school electrical problems, etc.)
4. **Morning kindergarten is not held** when school start is delayed to 11:00 A.M.; in this case, children enrolled in **morning kindergarten** do not come to the Before School Child Care Program.

   Afternoon kindergarten is not held when school is dismissed at 1:00 P.M.; in this case, children enrolled in the **afternoon kindergarten** do not come to the After School Child Care Program.

DISTRIBUTION OF MEDICATIONS

Medicine **CAN NOT** be dispensed during Child Care. Any medication must be given through the nurse's office. Parents must turn in a written permission slip along with the medicine bottle which states the doctor's order concerning dosages and time.

EMERGENCY PROCEDURES

Each pupil enrolled in this service must provide emergency information. Attendants will keep complete emergency information files at all times.

In the event of an emergency or accident, the parent will be notified as soon as possible. It is the parent's responsibility to keep all emergency information current.

INSURANCE

Most families are covered by the parent's policy at work and/or their own private policies. Public school students may sign up for accident insurance available in the fall of each school year at registration.

SNACKS

1. A.M. - We do not serve an A.M. snack. A breakfast program is available at the school. Breakfast is served beginning at 8:00 A.M.
2. P.M. - Nutritious snacks from Food Service will be provided after school at no additional charge.

DISCIPLINE AND TERMINATION OF CHILD CARE SERVICES

Children are entitled to a pleasant and harmonious atmosphere. Unacceptable behavior will be cause for dismissal from the service. Refunds will not be made.

1. Chronically disruptive behavior is defined as uncontrollable verbal or physical harassment of one or more children involved in Child Care. It also includes being disrespectful to the caregivers by ignoring or disobeying the rules of the Child Care Program.
2. If a child is chronically disruptive to the functioning of the program, his/her enrollment may be terminated. Reasonable efforts to integrate the child into the program will be made. However, upon the recommendation of the staff, consultation with the principal, parent(s), and Child Care supervisor, services will be terminated. The following procedures will be the guidelines for

BEST COPY AVAILABLE

terminating a child from the Before and After School Child Care Program:

a. The child will be given a five (5) minute time out period to determine what he/she did wrong and to think about what actions or behavior need to be changed.
b. If a second time out of ten (10) minutes is necessary in a single day, a behavior report will be written by the caregiver. This report is to be given to the parent or guardian to read and sign. The report is to remain with the caregiver.
c. If a child receives three (3) written behavioral reports in a month's time, the child will be suspended from the Child Care Program for one week. During this time the parents, caregiver, and program coordinator will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entrance into the program. Fees will still be paid for this week to retain the child's space in Child Care.
d. If the child does continue in the program and does receive a fourth behavioral report, termination will become effective immediately.
e. When the severity of a problem is great enough that it could endanger the safety or your child(ren)'s welfare, or the other children in the program, termination will be effective immeditely after consulting with the coordinator who will notify the parents.

A child's participation may be terminated if a child is regularly picked up after the 6:00 P.M. closing of the program. (See Closing Time, page 5.)

PARENT INVOLVEMENT

A Community Advisory Committee will be established with parent representatives. This committee will assist in reviewing guidelines and assist in the assessment of the outcomes. If you are interested in serving on this committee, please let your Child Care worker know of your interest.

Please feel free to send in comments and/or suggestions to our office. We encourage your participation in our annual evaluation by completing our Child Care survey form. Return it to your Child Care worker in a sealed envelope.

COMMUNICATION

It is important to establish a line of communication with the caregivers.

Conference times can always be arranged for you. The Child Care supervisor is willing to be there if either party requests it.

WE LOOK FORWARD TO A GREAT YEAR!